

**SOUTH WOODHAM FERRERS TOWN COUNCIL  
FINANCE & PROJECTS COMMITTEE**

**MINUTES** of a Meeting held at Champions Manor Hall on  
Tuesday 2nd June 2026 at 7.30pm

**Present**

Councillor Thompson (Chair)

Councillor Bentley  
Councillor Price

Councillor Kelly  
Councillor Cash

Councillor Crosbie

**In attendance:** Town Clerk

**FP26-189 Apologies for absence**

Apologies of absence were received and accepted from Councillors Massey, Shearring, Eley, Wilson and Roberts

**FP26-190 Dispensation Considerations**

No dispensation considerations received.

**FP26-191 Declarations of Interest**

No declarations of interest received.

**FP26-192 Confirmation of Minutes**

Minutes of the Finance & Projects meeting held on 7th of April 2026 were **APPROVED** as a true record and signed by the Chair.

**Proposed:** Councillor Price

**Seconded:** Councillor Crosbie

**Vote:** All in favour

**FP26-193 Public Questions**

No members of public present.

**FP26-194 Financial Matters**

**Committee Received and NOTED the following:**

- a. the budgetary position for this Committee and Champions Manor Hall as of 27th May 2026.
- b. received and noted the Council's bank balances as of 27th May 2026.
  - Unity Current Account £87,682.58
  - Unity Instant Access Savings £521,458.11
  - Santander Deposit Account £309,840.55
- c. the financial transactions to 30 April 2026.
- d. In accordance with financial regulations 2.6, Councillor Price verified the bank reconciliations for June, September, December 2025 and March 2026.

## **FP26-195 Items to Note**

### **Committee NOTED-**

- The Smart Export Application is still being processed by British Gas at a tariff rate of 16p. Awaiting installation date for a new electricity meter at Champions Manor Hall.
- A payment of £316.26 from Scottish Power for the period 6 February 2026 to 30 April 2026 is due to be received. The following small grants have been awarded- SWF First Responders £160.00 for Conference Room hire for free community CPR sessions. Dates to be confirmed for 2026.
- The internal audit was completed by the independent internal auditor David Buckett on 14<sup>th</sup> May 2026.
- The lift at Champions Manor Hall is currently out of service following damage to the lock cable on 26 May 2026. The issue will be resolved once the quotation from Future Lift Service Ltd has been received.

## **FP26-196 Review of Earmarked Reserves**

Committee reviewed the Earmarked Reserves

**Proposal:** To set up a new EMR Local Bus Grant for the grant received from Essex County Council for £40,856.40. This will be recommended to Council on 23 June 2026.

**Proposed:** Councillor Bentley

**Seconded:** Councillor Crosbie

**Voting:** All in favour

## **FP26-197 Payment Authorisation**

### **9.1 Payment signatories**

In accordance with Financial Regulation 7.1, committee to appoint 6 signatories for approval at Council on the 23<sup>rd</sup> of June 2026.

**Proposal:** To approve Councillors Kelly, Cash, Crosbie and Shearring as bank signatories for 2026/27. Two additional signatories to be appointed at the Council meeting on 23<sup>rd</sup> June 2026.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Bentley

**Voting:** All in favour

### **9.2 Appointment of member for verification purposes**

In line with Financial Regulation 2.6, to appoint a member, other than the Chairman, or a cheque signatory to verify bank reconciliations on a regular quarterly basis and each financial year end. Recommendation to Council on 23<sup>rd</sup> June 2026.

**Proposal:** To approve Councillor Price as the member to verify quarterly accounts for 2026/27.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Bentley

**Voting:** All in favour

**FP26-198 Annual Audit 2025-2026**

Committee considered recommendation and approval of Section 1 of the Annual Return 2025/26.

**Proposal:** To recommend to Council on 23/6/26 section 1 of the Annual Return 2025/26.

**Proposed:** Councillor Kelly

**Seconded:** Councillor Crosbie

**Vote: All in Favour**

Committee considered recommendation and approval of Section 2 of the Annual Return 2025/26.

**Proposal:** To recommend to Council on 23/6/26 section 1 of the Annual Return 2025/26.

**Proposed:** Councillor Bentley

**Seconded:** Councillor Kelly

**Vote: All in Favour**

Committee **NOTED** the period for the exercise of public rights will commence from Monday 29th June 2026 – 7th August 2026. The notice dated 24th June 2026 will be put in place to this effect.

**FP26-199 Grant request**

Committee considered the request from the organisers of the South Woodham Ferrers Gardens Event for the design and printing of programmes at a cost of £428.00.

**Proposal:** To approve a grant of £428.00 towards the design and printing of the event programmes. The front cover should include the Town Council logo and acknowledge that the programme is supported by the Town Council.

**Proposed:** Councillor Kelly

**Seconded:** Councillor Bentley

**Vote: All in Favour**

**FP26-200 Approval of Payments to Knights Solicitors**

**Proposal:** To approve the payment to Knights solicitors for £1,800.00 excluding VAT for professional services to complete the lease for the Blue Cage.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Crosbie

**Vote: All in Favour**

**Proposal:** To approve a fixed fee payment to Knights solicitors for £300.00 A fixed fee of £300.00 for submission of the first registration of the Village Hall play area. The fee will remain fixed for one month from the date of instruction and excludes any complex queries raised by the Land Registry, which would be charged separately on a time-spent basis.

**Proposed:** Councillor Price

**Seconded:** Councillor Kelly

**Vote: All in Favour**

Committee noted that a valuation of the land will also be required. The Town Clerk has approached St John Chartered Surveyors (RICS Regulated Valuers) for a quotation.

**FP26-201 Lease for Bowls Clubhouse**

**Proposal:** To approve an increase in fees of £100.00, bringing the total fixed fee for completion of the Bowls Clubhouse Lease to £2,850.00 plus VAT.

The Committee noted that this fixed fee is valid for a period of three months from the date of instruction, being 20 August 2026.

**Proposed:** Councillor Crosbie

**Seconded:** Councillor Thompson

**Vote: All in Favour**

**FP26-202 Report to Council**

- Grant award received for the 2026 Open Gardens Event publication.
- Payment made in respect of the Blue Cage lease and first registration of title for the play area.
- Ongoing progression of the Bowls Clubhouse lease.

**FP26-203 Media Contact**

No media agreed.

**FP26-204 Next Meeting**

The next meeting of the Finance & Projects Committee will be on 13th of October 2026 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 8.10pm.

Signed.....  
Chair of the Meeting

Date: 13 October 2026